

**TOWN OF GRANBY
BOARD OF SELECTMEN
BUDGET WORKSHOP MINUTES
MARCH 8, 2012**

First Selectman Adams called the meeting to order at 6:10 p.m.

PRESENT: John Adams, Ronald Desrosiers (by conference call), B. Scott Kuhnly, Sally King, Mark Neumann, and William F. Smith, Jr., Town Manager

Also present: Barbarajean Scibelli, Administration Finance Officer, Robert Clark and Francis Brady, Board of Finance

Selectman Desrosiers began the review of Administration. Categories under this section include General Administration; Legal Services; Fringe Benefits; Town Clerk Operations; Probate Office; Contingency and Reserve; Election Services; Boards, Regional Programs, and Staff Development; Revenue Collections; Property Assessment; Finance Management; and Insurances.

Selectman Desrosiers reported a 0.4% increase for Regular and Temp/Part-time payroll totaling \$3,578 as well as a 5.8% increase in Services and Supplies totaling \$104,671. Contract and Maintenance service had an increase of .5% or \$2,586. The overall increase was 3.5% for a total of \$110,835. The majority of the increase is a set-aside for contract negotiations and fringe benefits.

General Administration had an overall 0.2% increase or \$605. There were increases and decreases in the contract and maintenance service categories of postage and meter rentals, copy machine maintenance and replacement parts, and postage machine maintenance, but the net result was only +\$105.

Legal Services continues to be a great bargain at \$12,000/year for general items and another \$7,000/year for additional work/litigation.

Fringe benefits have an increase of \$16,864 for the Health Plan with Stop Loss. Pension increased \$17,942 and State Treas./FICA increased \$9,211, for a total of \$44,000.

Town Clerk Operations has a 3.8% increase in Regular Payroll and a 2.6% increase in Temp/Part-Time. There was a slight increase in Contracts for Index and Microfilm Records, making a total increase of 2.9% or \$4,026. The large increase in activity of absentee ballots issued reflects the anticipated volume of ballot requests for the Presidential Election in November.

The Probate Office no longer has activity in Granby, as they are now located in Simsbury. Selectman Desrosiers is seeking information as to the kind of activity that is generated by Granby. Town Manager Smith responded he will talk to Simsbury to get the breakdown of figures for Granby.

Contingency and Reserve has set aside \$57,000 for Union bargaining for wage settlements.

Election Services has remained relatively flat.

BOS MINUTES

3/8/12

Page 2

Revenue Collections has a new program that will allow online bill paying. Residents will have email access to their account and notification of when bills are due.

Finance Management has an add back request of \$65,230 for an accountant, including benefits. Hopefully that will be seen in the near future. Right now, Barbarajean Scibelli, Finance Officer, is essentially doing the work of another person, in addition to her own work.

Selectman Neumann began with Libraries, Recreation, and Social Services. Categories under this section include Library Services, Social Services, Recreation Administration, Senior Citizen Activities, and Community Support.

Library Services has a 2.7% decrease in Regular Payroll, a 14.2% increase in Temp/Part-time, and a 4.1% increase in Services and Supplies, and a 26.3% increase in Contract and Maintenance Service, for an overall increase of 3.0%. The increase in Temp/Part-time is to cover two additional hours at Cossitt that is currently being paid by the Friends of Cossitt. Another part of the increase is for additional hours at Granby Public Library for part-timers to free up full-timers from the front desk. No additional open hours at Granby Public Library could be budgeted. New Director of Library Services, Kathleen Marszycki, spoke of the slow erosion of patrons that are going to Simsbury to use their library. She indicated it is because of the decreased and inconsistent hours of our libraries. This will be critical over time. She would like to normalize our hours and maybe over a two-year period we could get back the lost hours. We need to turn around the migration.

Social Services has an overall increase of 1.2%.

Recreation Administration has an add back request of \$30,439 for a program supervisor. This is one-half of the cost for a full-time person. The rest of the funds would come from the Program Event fund. Right now there is only one full time person. Any part-time help is funded from fees collected for programs. The anticipated addition of a new Pond House will be the central place for activities and will eventually need someone to man and schedule activities. Construction should start in the fall. Holcomb Farm will also be picking up activities and will need personnel in the future. The overall increase for Recreation Administration is 1.0% or \$861.

Senior Citizen Activities is looking at a significant change of \$4,200 due to a grant fall off for the van driver. The senior van miles driven has a large anticipated fall off in Measures of Activity. This is due to the increased cost of gasoline resulting in the van making fewer out of town trips. This category has an overall increase of 5.8%, mostly due to the grant fall off.

Selectman King began with the review of Personal and Property Protection, which includes Building Inspection; Fire Prevention; Emergency Management; Health Services; Police Department Administration; Police Operations and Services; and Communications and Dispatching.

Selectman King began with Building Inspection, which is relatively flat. There is an add back of \$2,500 for Temp/Part-Time if needed. The demand has fallen in the last year.

Fire Prevention has an add back of \$30,600 for Regular Payroll (Full-Time Fire Marshal). Town Manager Smith indicated we are very lucky to have a volunteer Fire Department. As a result of the recent approved Bond Referendum, the town will give the Fire Department \$75,000 for new

generators. There was an overall increase of 1.3% for Temp/Part-Time and Fire Marshal Services.

Fire Chief John Horr reported the Fire Department has a new truck, nothing fancy, just a basic truck at \$500,000. The rates were good so they took out a loan. He also reported it is getting harder and harder to recruit members that are able to respond in the daytime. It has been dwindling for the last four to five years. This is all volunteered time. It is a good value at 6,000-7,000 hours equaling 4-5 full-time people. Sometime in the near future we will have to look into paid personnel. Selectman Kuhnly responded that the Granby Fire Department does a good job for the town.

Health Services has an increase of 3.1% due to Contract and Maintenance Service. Selectman King reported the VNA actually lost money for services they provide for us. The \$1,400 is the first increase request in several years. That information was written to her in a letter from Incy Muir, of the VNA, who was not able to attend the workshop. Ms. Muir indicated she would be happy to answer any questions.

Police Department Administration has an overall decrease of 0.2%. Police Operations and Services has an overall increase of 2.6%. There is an add back request of \$93,000 for an investigator, including benefits. New Police Chief, Carl Rosensweig, reported the distribution of workload is compromised without this coverage. Investigations fall off because there is not enough time for regular patrolmen to follow through. Officers need to be available for patrol and to answer emergencies. Investigations usually require over-time, which is a significant cost. It was also noted that a new police officer will be hired soon. Also, as of July 1, 2012 the town will have to pay \$1,500 for new recruits to attend the Police Officer Standards and Training Council (POSTC), which used to be free. It was announced that someone from the Police Department would be retiring next March.

Communications and Dispatching stayed fairly flat.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

William F. Smith, Jr.
Town Manager